



DELAWARE JUDICIARY

SUPERIOR COURT OF DELAWARE

Non-Merit Position

(This position is exempt from the State of Delaware Merit System)

Posting # SC0117NKS23

SOCIAL SERVICE SPECIALIST III

Opening Date: 1/17/2023

Closing Date: 1/31/2023

Vacancies Exist

Salary: \$37,067.65 - \$43,609.00 (85% Midpoint - Midpoint) Pay Grade 10

Recruiting For: Superior Court of Delaware

Locations: Please check your preferred location on your application)

Leonard L. Williams Justice Center, Wilmington, DE

Kent County Courthouse, Dover, DE

Sussex County Courthouse, Georgetown, DE

Nature and Scope: Complete the intake process which involves interviewing victims regarding the crime and assist the victim with completing the required forms.

Essential Functions:

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Interviews, assesses and advises clients to determine eligibility, needs and course of action to meet needs.
- May provide phone counseling evaluations and crisis intervention to determine admission of clients to hospitals or other special treatment facilities.
- Documents, verifies, records and reports client information.
- Refers ineligible clients to appropriate agencies and resources.
- May be required to attend court.
- May provide coverage for other agency assistance programs as assigned.

- Utilizes the resources of social services/other agencies, and community resources as a means of dealing with identified needs/problems.
- Maintains adequate records of provided services including case files and related material.
- Provides referral information to individual and general public, promotes effective public relations for agency.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in disqualification. Applicants must have education, training and/or experience demonstrating competence in each of the following qualifications. Failure in any one area will result in a rating of “not qualified.” Resumes may not be substituted for the application.

1. Three years experience in health or human services support such as interviewing clients and assessing personal, health, social or financial needs in accordance with program requirements or coordinating with community resources to obtain client services.
2. Three years experience in applying laws, rules, regulations, standards, policies and procedures.
3. Six months experience in making recommendations as part of a clients service plan such as clinical treatment, counseling, or determining eligibility for health or human services/benefits.
4. Six months experience in record keeping.
5. Six months experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of hire and to maintain employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits:

- This position may be eligible for an Alternative Work Schedule or to Telework after successful completion of the employee’s probationary period.
- To learn more about the comprehensive benefit package please visit the website at <https://dhr.delaware.gov/benefits>

Submitting Your Application: Visit the website at <http://courts.delaware.gov/career/>

Click on “apply” next to the job posting and print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format. Applications should be submitted by any **ONE** of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: apps.superior@delaware.gov (preferred method)
2. Fax your application to: (302)255-2350, Attention: Human Resources
3. Mail your application to:
Superior Court of Delaware
Leonard L. Williams Justice Center
500 N. King Street, Suite 2850
Wilmington, DE 19801

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**The Delaware Judiciary - An Equal Opportunity and Affirmative Action
Employer**